

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

Arizona State Office
222 N. Central Avenue
Phoenix, Arizona 85004
www.az.blm.gov

In Reply Refer To:
9130 (AZ-955) P

August 13, 2003

EMS TRANSMISSION: August 13, 2003
Instruction Memorandum No. AZ-2003-031
Expires: 9/30/04

To: Field Managers

From: State Director

Subject: Deadlines for Submitting Sign Initiative Requisitions DD: 08/29/2003

Purpose: The purpose of this Instruction Memorandum (IM) is to set the deadline of August 29, 2003 for submitting a list of alternate signs.

Background: The National Sign Center still has quite a few signs that were approved for design, production, and installation that have not been requisitioned. They want to make every effort to obligate all of their 2003 Sign Initiative funds this fiscal year.

Policy/Action: Not all signs approved under the initiative will be manufactured by the end of the fiscal year; however, to count against this year's initiative, funds must be obligated by the end of the fiscal year. Failure to obligate the full \$1 million from the 2003 Sign Initiative could reduce the amount of funds allotted to the FY 2004 Sign Initiative. Receipt of the Form 9130-3, "Sign Requisition," will obligate the funds needed to manufacture and install signs. Please see the attached IM BC-2003-052 for further information.

Time frame: This IM is effective immediately.

Contact: For questions or further information, please contact Chester Gawin, State Sign Coordinator at 602.417.9438.

SIGNED BY:
Joanie Losacco
For Elaine Y. Zielinski
State Director

AUTHENTICATED BY:
Margaret Walker
Management Assistant

Attachment:
1 – IM (3 pp.)